

**MINUTES OF MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 18 MAY 2010
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

Present:

Cllr Terry Wheeler (Chairman)
Cllr Zoe Palmer (Vice-Chairman)
Cllr Jennifer Bradnam
Cllr Peter Donoghue
Cllr Peter Garner
Cllr Richard Hobbs

Ms Marion Farrant (Parish Clerk)

In attendance: Mrs M Rushbrook (Borough Councillor); Mr M Surridge (Parishioner);
Mrs P Parker (Parishioner); Mr R Parker (Parishioner); Mr S Jarvis (Wildlife Group).

		ACTION
1	Election of Chairman for 2010/2011 Cllr Wheeler was proposed by Cllr Garner, seconded by Cllr Palmer. There were no other nominations. Five votes in favour, motion carried. Declaration of Acceptance of Office form duly signed by Cllr Wheeler. Copy attached to these minutes as Annex 1.	Annex 1
2	Election of Vice-Chairman for 2010/2011 Cllr Palmer was proposed by Cllr Bradnam, seconded by Cllr Hobbs. There were no other nominations. Five votes in favour, motion carried. It was agreed that both Cllr Palmer and Cllr Hobbs would attend the Leadership Skills Course run by SALC.	
3	Welcome and apologies The Chairman welcomed all present. Apologies for absence were received from Cllr Gloria Double (Health); Cllr Peter Byron (Holiday); Cllr Simon McGuire (work commitment); County Councillor Anne Gower (Suffolk County Council commitment).	
4	Appointments / Councillor Responsibilities for the Year 2010/2011 The Chairman read out a letter received from Cllr Double requesting that (in her absence) she is allowed to retain her responsibilities as Parish Council representative to Kedington Community Association and Parish Council representative to the Kedington Branch of The Royal British Legion. Cllr Double further requested she remain as a Parish Councillor representative for Planning Meetings and retain her responsibilities for Children/Youth and Old School Field Development. The Chairman sought views from Councillors. Cllr Hobbs commented he felt that due to Cllr Double's absenteeism from meetings over the past five months and because of her underlying health problems, he felt that Cllr Double was not in a position to fully undertake the role of Parish Council representative to the Community Association or British Legion and these responsibilities should be carried out by other Councillors at the present time.	

Cllr Palmer agreed with Cllr Hobbs but felt that when Cllr Double's health improved, she should be allowed to request to take on these responsibilities again and the Parish Council could then re-visit this matter and give it consideration.

Cllr Bradnam said she agreed with the statements made but felt Cllr Double could still be involved with Children/Youth and Old School Field Development.

The Chairman, Cllr Garner and Cllr Donoghue agreed with all the statements made. However, Cllr Donoghue made the point that due to Cllr Double's absenteeism from meetings over the past five months and also the fact that in 2008 she had a period of five months absenteeism, perhaps Cllr Double should demonstrate her attendance at Parish Council meetings for a period of time before being given any responsibilities; this would give her health chance to improve and not present Cllr Double with any additional stress.

Cllr Hobbs proposed a resolution that Cllr Double (whilst acknowledging the quality of work she has done in the past) should not be given any specific Parish Council responsibilities at the present time, due to her underlying health issues. This resolution was seconded by the Chairman. There were no other resolutions and a vote of 5 – 1 in favour carried the resolution.

Councillor responsibilities were then agreed and a list is attached to these minutes as Annex 2.

Annex 2

5 To agree and sign as a correct record the minutes of the meeting held on 20 April 2010

The minutes of the meeting held on 20 April 2010 were proposed as a true record by Cllr Palmer, seconded by Cllr Donoghue and unanimously agreed. The Chairman duly signed the minutes. Cllr Donoghue commended the Clerk on her note taking and high standard of minutes.

6 To receive members' Declarations of Interest on agenda items in accordance with the Council's Code of Conduct (and section 106 of the LGFA 1992)

Cllr Donoghue declared an interest in agenda item 10.3.

Close meeting

7 Parishioners' Question Time and to acknowledge agenda items of interest to members of the Public present (5 mins)

Mr & Mrs Parker stated they were in attendance to highlight problems with the traffic signs on the bridge in Silver Street and to see if there was any developments from Highways regarding a solution to the problems of parking when the mobile Fish & Chip Van was parked outside the village stores on a Friday evening. Clerk reported she was seeking to arrange a meeting with Kevin Shipp from Highways and would inform Mr & Mrs Parker when a date had been arranged.

Mr Surridge said he was in attendance to report that Mrs Surridge had attended the LDF Core Strategy Hearings in Bury and Haverhill. The Hearings had been reported in the Haverhill Echo but some of the facts printed were not accurate. Mr Surridge reported the Inspector in charge of the Hearings was very well received/first class and well respected as an Inspector throughout the country. The Inspector listened intently to cases put forward and acknowledged there were flaws in the current East of England Plan that would be taken into consideration when he made his report, which should be available at the end of August 2010.

Mr Jarvis stated an interest in agenda item 14.

8 Visitor's Reports

Borough Councillor Marion Rushbrook reported:

- Surgery held with County Councillor Anne Gower in Kedington Library on Saturday 15 May 2010 was poorly attended; no major issues were recorded. Parish Clerk thanked for providing and putting up Notices to advertise this event.
- The Practice Manager at Christmas Maltings Surgery had reported that a decision on the proposed closure of Kedington G.P. Surgery would be made by October 2010.
- Police in Haverhill have a "Teen Van". It is hoped that this will enable better engagement with young people. Cllr Rushbrook said she will liaise with Sgt Horton from the SNT about this facility visiting Kedington.

Open meeting

The Chairman read from an e-mail sent by County Councillor Anne Gower, asking Parish Councillors if they felt she should continue with the Surgery at the Library in view of poor attendance. Councillors felt it would be worthwhile continuing with the Surgery, but to make it on a regular basis, i.e. first Saturday every three months. The Chairman also suggested it be reported in the Ketton Review.

Bury Rural South Safer Neighbourhood Team

The Chairman read out the Crime Report for Kedington received from the Safer Neighbourhood Team for the period 20 April – 18 May 2010. Crimes reported were theft of copper piping from a shed; damage to a mobile phone – dealt with by community resolution; four tyres damaged to a parked vehicle.

The Chairman also read out an e-mail received from Sgt Horton informing of a Rural Coffee Caravan Information Project. Details of this can be found at www.ruralcoffeecaravan.org.uk

The Newsletter for May 2010 from Bury Rural South Safer Neighbourhood Team is attached to these minutes as Annex 3. The Newsletter highlighted changes to Neighbourhood Response Officer, whereby officers closest to reported incidents will be deployed.

Annex 3

Close Meeting

Borough Councillor Rushbrook reported she had been informed that due to these changes, on occasions in Haverhill on a Friday evening, the town was being policed by Special Constables.

Open Meeting

9 Clerks' Report

The Clerk read out her report which is attached to these minutes as Annex 4.

Annex 4

9.1 Consider further action (on action taken or reports received since last meeting):

Letter to be sent to Inspector Chris Galley.

10 Finance Committee

10.1 Consider any matters arising from 13 April 2010 minutes:

None.

10.2 **Receive draft minutes of 11 May 2010 meeting:**

The Chairman went through highlights of the meeting.

- Financial position at 30 April 2010 was that £3,418.18 (8.54%) of the budget had been spent, leaving a balance of £36,602.82. Additionally £47,832.69 is held in Reserves at the start of the financial year.
- Accounts for financial year 2009/2010 ready for Internal Audit.
- Parish Council to pay for a child's t-shirt ruined by wet paint on gazebo in Silver Street Park. Handyman to be advised to ensure signs depicting wet paint is left in place for adequate amount of time.
- SALC offering Leadership Skills Course.
- Clerk to attend Charity Law Seminar hosted by SALC.
- New basket ball area has problems with the tarmac. Clerk liaising with Playworld Systems to get this rectified.
- Concerns about the quality of grass cutting on the Great Meadow have been reported to Suffolk County Council.
- Funding for new Parish Council Office discussed.
- Dead Elm trees in Silver Street Park have been inspected by Chairman and Cllr Garner. It appears at least nine need felling. Contractors asked to tender all varied in how many they thought needed felling.

Close meeting

Mr Jarvis commented the Parish Council should never get biased views from contractors tendering for tree removal work and suggested that someone who has knowledge of what is needed, but not involved in tendering, should be approached before tenders are sought.

Open meeting

It was agreed that Cllr Garner would advise contractors on what is needed by means of a site meeting and they should be asked to re-tender, all for the same specification of work. Trees that require felling should be marked and after felling they should be stacked for wildlife.

Cllr Hobbs stated the Parish Council should draw up specific specifications for works required before going out to tender. Cllr Hobbs put forward a resolution that Cllr Garner and Cllr Byron should have responsibility for Environmental/Wildlife/Green matters; seconded by Cllr Bradnam and agreed by all present. Clerk will add this heading to Councillors' Responsibilities list.

MF

- Grant of £85 awarded to Suffolk Age Concern under Sn 137, LGA 1972 as being of benefit to local people.
- Petty Cash cheque for £100 ratified.
- Fourteen payments totalling £3,579.86 for supplier payments as at 30 April 2010 approved and cheques signed by Cllr Wheeler and Cllr Garner.

10.3 **Discuss funding of new Parish Council Office:**

Cllr Donoghue declared an interest and signed the Interests Book.

The Chairman reported that the Finance Committee had discussed funding. One grant application had been successful for £7,500 and Clerk was still sourcing other grants. A Public Works Loan had been discussed in view of the time it takes to get grants. The building will cost approximately £55,000. The Parish Council could fund £20,000 from Reserves and with the grant of £7,5000 this would leave a shortfall of £27,500.

The Chairman said the Finance Committee had also discussed using independent contractors for the new build in a bid to cut costs and see if this would be a less expensive option. The Chairman added that the Parish Council

have a duty of care to the Clerk in respect of her working conditions, which at present failed all Health & Safety at Work regulations and the need for a better working environment was now paramount.

Cllr Donoghue said if the Parish Council employed independent contractors they would have to be very careful and take into consideration site responsibility and overall control of the project. The Chairman replied that he agreed with this statement and the Parish Council would need to look to employ a project manager. Cllr Hobbs commented the Parish Council had a duty to get Best Value for money, but did not think the Parish Council had the necessary skills to manage the project if done by independent contractors.

Cllr Bradnam said she would be happy to undertake getting quotations from independent contractors for comparison purposes and requested a copy of the plans and specifications.

The Chairman proposed a resolution to go ahead in principle to apply for a Public Works Loan of £40,000; seconded by Cllr Hobbs.

A vote took place with three votes in favour of £40,000, three against. The Chairman used his casting vote and the motion was carried.

11 Dog issues

Cllr Palmer reported on an incident that occurred on Old School Field whereby two Great Danes were being walked without leads where children were playing. The dog owner was asked by a parent to put the dogs on a lead because they were upsetting a number of children, but the owner became abusive. The Police were called and the dog owner given a caution. Cllr Palmer asked whether the Parish Council had any powers to enforce the signs they had put up asking for dogs to be kept on leads when children were playing on the field. The Chairman replied that there were no By-Laws to enforce the signs. Clerk will liaise with Dog Warden about this matter.

MF

Guillotine

With the time at 9.45 p.m. it was proposed by the Chairman, seconded by Cllr Palmer and agreed by all present to raise the guillotine for 15 minutes.

12 Parish Plan

Cllr Palmer reported she had been speaking to a member of Hundon Parish Council about Parish Plans. The member of Hundon Parish Council said that in preparation of their Parish Plan they had managed to reduce questions to be asked of Parishioners from 100 to 70. Cllr Palmer reported she subsequently received an e-mail from Jamie Letts from the Environment Agency suggesting a meeting with her and other members of Kedington Parish Council regarding the formation of a Parish Plan for Kedington. The Chairman said the idea of a Parish Plan for Kedington was discussed some months ago and declined on the grounds that it is labour intensive and no one really had the time to take it on. However, he and other members agreed they would be happy for Cllr Palmer (and any interested Councillors) to meet with Jamie Letts to find out more information.

13 Emergency Planning (initiative from Suffolk County Council)

Deferred to next meeting.

14 Environmental / Grounds Maintenance Matters

14.1 Land owned by Thurlow Estate (Riverside Walk):

Revised draft agreement. No response as yet to Parish Council proposals.

14.2 Any other environmental/grounds maintenance matters:

Close meeting

Mr Jarvis raised his concerns about when the work would take place on felling the dead elm trees in Silver Street Park because of the disruption to nesting birds. The Chairman assured Mr Jarvis this would be taken into consideration.

Open meeting

15 Highway/Footpath/Street Furniture matters

15.1 Any other highway/footpath/street furniture matters:

None.

16 Housing/Planning

16.1 Applications for discussion at meeting:

None.

16.2 Planning Applications – Observations conveyed by Parish Council:

None.

16.3 Planning Applications – Decisions received from Borough Council:

None.

16.4 Any other housing / planning matters:

None.

17 Consultations

None.

18 Any other reports (on-going matters)

None.

19 Events

19.1 Nominations:

19.1.1 National Family Week

None.

19.1.2 Suffolk Preservation Society AGM 2010 – 3rd June 2010 at 6.30 p.m.

None.

19.2 Councillor absences (update)

The Chairman requested Councillors update the Clerk with any planned absences.

20 Any other business (new matters)

The Chairman reminded Councillors that the Public Meeting to discuss the Borough Council's Preferred Option under the Local Development Framework to build 65 houses on the site at Stourmead Close would take place on Thursday 20 May 2010 at 7.30 p.m. in the British Legion Hall.

The meeting closed at 10.00 p.m.

The date of the next meeting will be **Tuesday 15 June 2010**, commencing at 7.40 p.m. in The Library, Arms Lane, Kedington.

Signed

Dated